United Nations ST/AI/2000/14

Secretariat

9 November 2000

Administrative instruction

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of implementing staff rules 107.1 (a) (vii), 107.2 (a) (vii), 107.26, 207.1 (vi), 207.2 (a) (v), 207.23 and 307.1 (c), hereby promulgates the following:

Section 1
Designation of a coordinating department or office in case of death of a staff member

General

1.1 Responsibility for coordinating the actions required when a staff member dies while in the service of the Organization shall rest with the following departments or offices:

(a) The Department of Peacekeeping Operations for mission appointees or staff on mission detail. The Department may request the mission at which the staff member has died to assume coordinating authority for staff members locally recruited at that mission;

(b) The Office of Human Resources Management for staff members serving in New York, or on temporary assignment from New York, except for staff on mission detail;

(c) The personnel office responsible for the determination of separation entitlements of staff members serving at duty stations away from Headquarters, except for staff on mission detail.

Special circumstances

1.2 When the circumstances of a staff member's death or his or her position in the Organization is of such public interest as to involve the Secretariat as a whole, the Office of Human Resources Management may assume responsibility, either at its own initiative or at the request of the department or office normally responsible *under section 1.1* above.

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1.3 When a staff member dies under suspicious or unclear circumstances and/or in an accident, the senior United Nations official closest to the scene shall take charge and coordinate his or her action with the Office of the United Nations Security Coordinator. The Office of the Security Coordinator shall exercise overall authority until the investigation is concluded, at which point the coordinating department or office designated under section 1.1 shall assume responsibility.

Section 2
Functions of the coordinating department or office

2.1 The coordinating department or office shall immediately:

(a) Notify the next of kin and the officials responsible for the administrative, medical or counselling actions required. Within the authority delegated to departments and offices, responsibility for taking such administrative actions is defined by the administrative instructions on personnel payroll clearance action;[1]

(b) Designate a staff member to act as focal point for the family ("the family focal point") to assist the family of the deceased staff member in any way possible and to guide them through the process of applying for and obtaining all relevant entitlements.

2.2 The family focal point shall work closely with the Office of Human Resources Management and other offices involved. These offices shall, as a matter of priority, keep the family focal point informed of all developments in order to enable the focal point to properly assist the family and generally provide the focal point with the fullest assistance in the discharge of his or her functions.

Section 3
Travel in cases of death or health-related emergency

Medical evacuation

3.1 Travel on medical evacuation shall be authorized in accordance with the provisions of administrative instruction ST/AI/2000/10 of 21 September 2000.

Other travel

3.2 The discretionary authority of the Secretary-General to authorize travel of staff members and their eligible family members for compelling reasons under staff rules 107.1 (a) (vii), 107.2 (a) (vii), 207.1 (vi), 207.2 (a) (v) and 307.1 (c) shall be exercised as follows:

(a) In case of serious injury or illness of a staff member not accompanied at the duty station or mission area by an eligible family member, the travel of such a family member to visit the staff member may be authorized, provided that the Medical Director certifies that the condition of the staff member requires the presence of the family member and that the family member's travel cannot be covered under other official travel;

(b) In case of death of a staff member, the following provisions shall apply:

(i) Travel of an eligible family member may be authorized to the duty station or mission area to attend the burial and/or to accompany the remains to the place to which the deceased was entitled to return travel. Travel under the provisions of this subsection is without prejudice to the normal entitlement of the eligible family member to return travel on the separation of the staff member;

(ii) Alternatively, and at the request of the family, travel of a staff member other than an eligible family member may be authorized to accompany the remains to the place to which the deceased was entitled to return travel;

(c) In case of death of an eligible family member at the duty station or in the mission area, round trip travel for the staff member to accompany the remains to the place to which the deceased was entitled to return travel may be authorized.

(d) When the remains are transported to a place other than the place of entitlement to return travel, the expenses to be borne by the Organization for travel to accompany the remains under sections 3.2 (b) or (c) above shall not exceed the amount which would have been payable for travel to the place of entitlement to return travel.

Section 4
Transportation of decedents

Death of a staff member

4.1 Upon the death of a staff member for whom there is an entitlement to return transportation under staff rules 107.26, 207.23 and 307.1 (c), the family may request payment of the expenses of transportation of the body as follows:

(a) For an internationally recruited staff member, transportation may be authorized from the official duty station or the place of death to the place of recruitment, or the place of home leave, where authorized under staff rules 107.1 (c) and 207.14;

(b) For locally recruited staff members on mission detail or on travel status, from the mission area or the place of death to the parent duty station.

If the family wishes to transport the body to any other place, the expenses to be borne by the Organization shall not exceed the amount which would have been payable to the place of entitlement to return travel. The expenses for transportation of the remains shall include reasonable costs for preparation of the body.

4.2 Alternatively, the family may request the Organization to pay the reasonable costs for local interment.

Death of spouse or dependent child

4.3 Upon the death of a spouse or dependent child previously authorized to travel to the duty station under staff rules 107.2, 107.3 or 207.2, the staff member may request the Organization to pay the expenses of transportation of the remains or the expenses of local interment, as otherwise provided under sections 4.1 and 4.2 above.

4.4 The reasonable costs that may be reimbursed for preparation of the body of the deceased in New York prior to transportation or for local interment in New York shall be determined by the Assistant Secretary-General for Human Resources Management. At other duty stations, reasonable costs shall be determined by the Chief of Administration or the corresponding official.

Section 5
Final provision

The present administrative instruction shall enter into force on 1 December 2000.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management

Notes

[1] ST/AI/155/Rev.2 and Amend.1 of 31 August 1990 and 13 December 1990, respectively, on United Nations personnel payroll clearance action, or subsequent instructions on the same subject.

United Nations ST/AI/2000/15

Secretariat

27 November 2000

Administrative instruction

Family visit travel*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, and for the purpose of implementing staff rules 107.1 (a) (v) and (b) and 207.12, hereby promulgates the following:

Section 1
Eligibility

In accordance with staff rule 107.1 (a) (v) and (b), and staff rule 207.12, family visit travel expenses may be paid to:

(a) Staff members internationally recruited under staff rule 104.7 who serve and reside outside their home country;

(b) Staff members locally recruited under staff rule 104.6 when they are on mission assignment away from their parent duty station;

(c) Project personnel in intermediate or long-term status as defined by staff rule 200.2 (f) who serve and reside outside their home country,

when the conditions of the present instruction are met, provided neither the spouse nor any dependent child was present at the duty station or mission area during the preceding 12 months after travel at United Nations expense, except for education grant travel under the administrative instruction on education grant and special education grant.[1]

Section 2
Timing of travel

2.1 For staff members who are on a two-year home leave cycle, the staff member must have completed not less than one year of service at the duty station or at the mission after the initial appointment or assignment, or not less than nine months since departure on the last home leave travel. Family visit travel shall not be authorized in the calendar year in which the home leave falls due.

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* *Personnel Manual*, index No. 7030.

[1] ST/AI/1999/4.

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2.2 For staff members who are on a one-year home leave cycle, in accordance with the provisions of the administrative instruction on special entitlements for staff members serving at designated duty stations,[2] the staff member must have completed not less than six months of service at the duty station or with the mission after the initial appointment or assignment, or not less than 12 months since departure on the previous family visit travel. Family visit travel may be authorized in the same calendar year as home leave, provided a minimum interval of three months has elapsed since the date of return from the last home leave travel.

2.3 In all cases, authorization of family visit travel shall require a determination that the staff member's service with the Organization in a location other than the place of travel determined in accordance with section 3 below is expected to continue for at least six months beyond the date of return from the family visit travel.

Section 3
Place of travel

3.1 Family visit travel expenses of one round trip may be paid from the duty station or the mission area, as appropriate, to any one of the following places where at least one of the staff member's eligible family members normally resides:

(a) Place of recruitment;

(b) Place of home leave;

(c) Previous duty station or, in the case of special mission service, the parent duty station.

3.2 If a staff member wishes to visit his or her eligible family members at any other place, the travel may be approved, provided the travel expenses borne by the Organization do not exceed the costs that would have been payable for travel to the normal place of entitlement, as determined in accordance with section 3.1 above.

Section 4
Conditions of entitlement

4.1 Staff members travelling on a family visit shall spend no less than two weeks, exclusive of travel time, at the place of family visit travel authorized under section 3 above, and may be requested to furnish evidence satisfactory to the Secretary-General that this requirement has been met on return from family visit travel.

4.2 Staff members shall be granted travel time for the round trip family visit travel, which shall not exceed the travel time applicable to travel to and from the duty station or mission area and the place of family visit travel authorized under section 3.1. Except for such travel time, the leave involved shall be charged to annual leave.

4.3 A staff member may be required to undertake family visit travel in conjunction with travel on official business or change of duty station, due regard being given to the interests of the staff member and his or her family.

[2] ST/AI/2000/6.

Section 5
Travel of spouse in lieu of family visit travel

5.1 At the request of a staff member entitled to family visit travel under the provisions of the present instruction, travel of the staff member's spouse to visit the staff member may be authorized as an alternative family visit travel by the staff member, subject to any security restrictions as determined by the United Nations Security Coordinator.

5.2 Reimbursement of the cost of travel of the spouse shall be subject to the limit set out in section 3.2 and to the requirement that the spouse spend no less than two weeks at the duty station.

Section 6
Final provisions

6.1 The present instruction shall enter into force on 1 December 2000.

6.2 Administrative instruction ST/AI/215/Rev.1 of 8 October 1981 is hereby abolished.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management